

EASTERN MENNONITE SCHOOL

Established in 1917, Eastern Mennonite School (EMS) is a K-12 learning community. EMS is grounded in the Mennonite-Anabaptist expression of Christian faith as practiced in the Mennonite Church USA denomination.

Our mission: Eastern Mennonite School joins home and church in calling students to faith in Jesus Christ, academic excellence, personal integrity and compassionate service in the world.

Our vision: Eastern Mennonite School aspires to reflect Christ's light as a learning community where every student belongs, thrives, and lives God's call.

POSITION DESCRIPTION

Position:	Main Line Cook
Supervised by:	Director of Food Services
Positions Supervised:	None
Classification:	Non-Exempt, PT with FT Benefits (61%), School Year
Effective Date:	August 2021

Position Description:

Prepare Main Line Menu items and components for the school lunch and other events. Keep production records for all as requested by the USDA.

Key Responsibilities:

1. Prepare food items on the menu for the lunch program and other special school events and banquets as needed including main entree, vegetable, fruit, grain, etc.
2. Assist with other aspects of lunch, special school events, and banquet preparation, as needed.
3. Prepare and serve food in a timely manner. The prepared food on the line should be attractive, tasty and the correct temperature at all times during the serving time.
4. Prepare the food according to the standardized recipe and the posted menu for the day. Familiarize yourself with the menu, recipe and the preparations needed.
5. Keep daily accurate production records according to the USDA.
6. Report any maintenance or food item needs in a timely fashion.
7. Assist with kitchen cleanup before and after each meal, special events, and banquets, as needed.
8. List food and supply needs on paper for ordering purposes.
9. Organize and keep track of food items in the walk-in freezer.
10. Other duties as assigned by the Team Leader.

Qualifications:

- a. To read and write English, use math to be able to calculate recipes, quantities and/or adjustments, and follow oral and written instructions.
- b. Must be able to lift up to 40 pounds and spend most of the day on feet.
- c. Must have the capacity to grasp and adjust to new and changing situations.
- d. Manual dexterity and ability to work under pressure of time.
- e. Must hold or obtain ServSafe Certification prior to first day of work. EMS will pay for one exam attempt.
- f. Ability to receive instruction and training and work as a team member.
- g. Relate well with students, faculty, and staff.
- h. Live within the guidelines of EMS policy 300.01 Qualifications for Faculty and Staff.

Physical Requirements:

- Work approximately 30-35 hours per week Monday – Friday when school is in session, except for school holidays, throughout the school year. Days begin at 8:00 a.m. each day.
- Work additional time for special school events and banquets as needed (additional wages for compensation).

Equipment Used:

- All: mixers, stove, ovens, fryer, warmers, grill, slicers, steamers, food processor, knives, and dishwasher

This position description is not a complete statement of all duties and responsibilities comprising your position. It contains only the facts necessary to evaluate your position on a fair basis.

Signatures:

Employee Date

Supervisor Date

Eastern Mennonite School does not discriminate on the basis of any race, color, handicap, national or ethnic origin, or religion, and admits students to all rights, privileges, programs and activities generally accorded or made available to students at the school. The following person has been designated to handle inquiries regarding the school's non-discrimination policies, including its Title IX policy: Andrea Wenger, Director of Advancement.